



## APPLICATION TO MAKE DEPOSIT OR REDEPOSIT


### CIVIL SERVICE RETIREMENT SYSTEM

OMB Approved  
No. 3206-0134

TO AVOID DELAY IN PROCESSING:

1. Read the attached information carefully.
2. Typewrite or print in ink.
3. Complete Part A in full and have your employing agency complete Part B. If you are not Federally employed, Part B need not be completed.

#### A. TO BE COMPLETED BY THE APPLICANT

1. Name ( <i>Last, first, middle</i> )		2. List all other names you have used		3. Birthdate ( <i>Month, day, year</i> )		
4. Address ( <i>Number and Street</i> )		5. Department or agency in which presently or last employed, including bureau, branch or division		6. Social Security number		
(City, state and ZIP code)		7. Location of employment ( <i>City and State</i> )		8. Title of last position		
List below in chronological order all "deposit" periods of civilian service during which no civil service retirement deductions were withheld from your salary and all "redeposit" periods of civilian service during which "retirement deductions were withheld and later refunded to you.						
Department or agency, including bureau, branch, or division, where employed	Location of employment ( <i>City and State</i> )	Title of position	Periods of service		Check whether deductions were not withheld or were withheld and refunded	
			Beginning date	Ending date	Not withheld	Withheld and refunded
9. Are deductions for civil service retirement now being withheld from your salary? <input type="checkbox"/> Yes <input type="checkbox"/> No		10. If your answer is "No," give the date of separation from your last position under the Civil Service Retirement Law 			Date of separation	
Signature of applicant		Telephone number ( <i>including area code</i> ) where you can be reached during the day			Date	

**B. TO BE COMPLETED BY THE EMPLOYING AGENCY**

**INSTRUCTIONS TO THE AGENCY --** This application is not to be used as a means for verifying service for leave, retention or other non-retirement purposes. The procedures for verifying service for non-retirement purposes or for establishing creditability of service are contained in the Federal Personnel Manual. If more space is needed for the information requested in Item 3, please attach a separate sheet. Show the name and Social Security number of the applicant on the separate sheet (SF 2801-1 may be used for this purpose).

1. Is the employee in a position subject to civil service retirement coverage?

☐

No

☐

Yes



2. Exact date civil service retirement deductions began for the current appointment:

**3. CIVILIAN SERVICE NOT UNDER A RETIREMENT SYSTEM FOR FEDERAL EMPLOYEES**

From verified service documented in official personnel records, list any Federal civilian service not subject to a retirement system for Federal (or D.C. Government) employees. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right-hand side below. Otherwise, show each change affecting basic salary during the period of service. Any period of nondeduction service claimed on the front of this form which cannot be verified from official records should be listed and noted in the "Leave Without Pay" column as "Unverified." NOTE: This information will also be requested (on the SF 2801-1) in connection with the employee's retirement. The agency should keep a copy of this schedule to facilitate completion of the SF 2801-1.

Nature of action ( <i>Appt., pro, res., etc.</i> )	Effective date ( <i>Mo., day, year</i> )	Basic salary rate	Salary basis ( <i>per annum, per hour, WAE, etc.</i> )	Leave without pay	If basic salary actually earned is available, make summary entry below.		
					From ( <i>Mo., day, year</i> )	To ( <i>Mo., day, year</i> )	Total earned

**CERTIFICATION --** The information entered above is based on official records of this agency and is correct. There is no official personnel or fiscal record in this agency of the additional service (if any) alleged by the employee and marked "Unverified" in Item 3.

Agency address

Signature

Date

Official title

Telephone number